

**DUTY STATEMENT**  
**DEPARTMENT OF STATE HOSPITALS - ATASCADERO**  
**GENERAL SERVICES**

<b>JOB CLASSIFICATION:      STOCK CLERK</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Perform journey person work in the receiving, storing, issuing, and shipping of supplies; may instruct, lead or supervise patient/clients; and do other related work.

50 %                      Responsible for **receiving, sorting, inventorying, storage and delivery of** items as it relates to your assigned area (clothing, shoes, toner cartridges, mail, and patient property). **Must be able to lift up to 50 pounds. Ability to transfer clean and soiled linen by pushing force to move linen cart weighing up to 600 pounds into a bed of a trailer.**

35%                      **Update and maintain databases for inventory control and patient information** as it relates to your assigned area. **Must be able to read and write in English, and follow oral and written communication. Must be able to use basic math calculations.** Maintain good customer service throughout the course of your work.

15 %                      **Leads and provides training and instruction to patients in a Vocational Services Assignment (VSA), when assigned. Completes monthly timesheets and evaluations on assigned patients.** Maintains therapeutic boundaries and demonstrates professional interactions with patients.

**2. SUPERVISION RECEIVED**

Hospital General Services Administrator II

**3. SUPERVISION EXERCISED**

N/A

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** Methods and practices used in receiving, storing, packing, and shipping supplies; usual forms, methods, and practices of the shipping department of a governmental or commercial organization; methods of taking inventories and maintaining inventory records.

**ABILITY TO:** Read and write English at a level required for successful job performance; make rapid and accurate computations in connection with stockroom work; follow oral and written directions.

## **5. REQUIRED COMPETENCIES**

### **INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. Keeps the assigned area clean, free from dirt and clutter.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

**CPR (at facility option) – N/A**

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

### **THERAPEUTIC STRATEGY IINTERVENTION (TSI)**

Apply and demonstrate knowledge of correct methods in therapeutic strategy interventions.

#### **THERAPEUTIC RELATIONSHIPS/RELATIONSHIP SECURITY**

Demonstrates the ability to maintain professional-therapeutic relationships with patients, to assist them with problem solving, and to teach/model principles of the norm of non-violence.

### **SITE SPECIFIC COMPETENCIES**

Ability to operate an electric cart

Ability to operate a forklift

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

Knowledge of Joint Commission, Licensing Regulations and Environmental Policies.

Knowledge of the Microsoft Word, Access and Outlook programs.

Knowledge on the operation of the postage machine and Federal guidelines.

**6. LICENSE OR CERTIFICATION – N/A**

**7. TRAINING** - Training Category = 4

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. Employee will treat each other with respect. Employees will follow the chain of command.

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Employee Signature

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Print Name

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Date

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Supervisor Signature

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Print Name

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Date

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Reviewing Supervisor Signature

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Print Name

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Date